

Director

Housing and Homeless Services

Job Announcement

Please submit all resumes and inquiries to rob.l.cotterman@tn.gov

The Tennessee Department of Mental Health and Substance Abuse Services is charged with planning for and promoting an array of services from prevention and early intervention to resiliency and recovery. DMHSAS operates four Regional Mental Health Institutes and contracts with mental health and substance abuse community providers across the state to offer services to Tennesseans. The Department manages a budget of more than \$300 million, with funding from dedicated fees, revenue, federal grants, and state general fund appropriations.

Summary of Position

The Director of Housing and Homeless Services serves as a member of the Division of Mental Health Services (DMHS) leadership team and has responsibility for providing leadership, vision, administration, and oversight of all DMHS Housing and Homeless programs.

Principal Duties and Responsibilities

Leadership

- Creates, communicates, and enacts a vision for expanding housing and homeless programs throughout the state of Tennessee.
- Closely collaborates with DMHSAS leadership to make improvements to program content based on analysis of program data and information collected through communication with service providers, stakeholders, and other departmental staff.
- Develops, supports, and strengthens collaborative relationships with staff, statewide community groups, state and local government and non-profit agencies, community mental health centers, and other stakeholders.
- Routinely presents information relevant to homeless services and housing programs to community groups, other governmental agencies, or other groups.
- Maintains open lines of communication (by telephone, written form, e-mail, or in person) with internal and external stakeholders (e.g., individuals seeking information, service recipients, contracted providers, other agencies, families, and others) to exchange information relative to the department's mission and goals.

Data Collection and Dissemination

- Collects and compiles required DMHSAS programmatic and fiscal information to assist in the development and management of housing and homeless service programs.

- Compiles reports for DMHSAS executive management and to other identified audiences and shares recommendations with relevant staff.
- Develops and implements methodologies and systems for program data collection and reporting.
- Reviews program related data to identify problems, trends, best practices, and other information pertinent to program management and development.

Knowledge, Skills and Abilities

- Proven experience in successfully initiating and sustaining multi-agency and multi-community policy, system, and environmental change strategies.
- A demonstrated working knowledge of housing as well as homeless services programs for individuals with behavioral health issues.
- Effective communication skills, including written and public speaking, and adept at dealing with people at various levels within the organization, as well as, external stakeholders and leaders.

Education / Experience

- Minimum of a Bachelor's degree in a social or behavioral science or other related acceptable field. Master's preferred.
- Experience equivalent to 3 or more years working in the human services field.
- Experience monitoring, evaluating, planning, or coordinating behavioral health programs.
- Willingness to travel approximately 25% - 35%, primarily in-state.

TDMHSAS is an AA/EEO/ADA employer